

Traverse Area District Library Board Member Selection Policy

- I. **Policy Statement:** The purpose of this policy is to provide the Board of Commissioners guidance in appointing members to the Traverse Area District Library (“TADL”) Board as provided in the Traverse Area District Library Agreement (“the TADL Agreement”), which Grand Traverse County and the City of Traverse City executed on December 16, 2013.
- II. **Statutory Authority:** The Board of Commissioners may enter into intergovernmental contracts with other municipal entities pursuant to MCL 124.1 et seq. The Board of Commissioners may also establish rules and regulations to manage the interest and business of the County under MCL 46.11.
- III. **Policy Standards:** Consistent with Section A(1) through (4) of the TADL Agreement, County Commissioners shall use the following criteria when selecting a member of the TADL Board of Directors:
 1. Under the terms of the Agreement, the County Board of Commissioners selects five of the seven members of the TADL Board. All five of the County’s appointees must be County residents.
 2. The Board shall not appoint a member who resides in the same district as another County appointed member of the TADL Board. By way of an example, if a County resident who resides in District 1 serves on the TADL Board term ending in 2020, and in 2019, another member’s term ends thereby causing a vacancy on the Board, the Board of Commissioners may not appoint a resident of District 1 to fill that vacancy.
 3. If a vacancy exists on the TADL Board, prior to filling the vacancy, the County Administrator, acting on behalf of the Board of Commissioners, shall send a letter to the boards of the member libraries - Fife Lake Public Library, Interlochen Public Library and Peninsula Community Library. In this letter, the Administrator will ask each member library board to provide recommendations for appointment of a resident who resides in the member library commission districts. The Fife Lake Public Library covers District 7, Interlochen Public Library, Districts 4 and 5, and Peninsula Community Library District 1. The Administrator will request a response be provided from each member library board within 14 days of the date of the letter.
 4. If the member library board provides the County Administrator with the names of recommended residents, County Administration staff shall contact these individuals, and request that they submit applications to serve on the TADL Board if they desire to serve on the TADL Board.

5. County Administration staff shall also advertise a vacancy by posting notice of the vacancy in the Record Eagle and on the County's website. The advertisement shall request county residents to submit applications to County Administration.
6. County Administration staff shall submit the names of all applicants, including those recommended by the member library boards and those who submitted applications in response to the advertisement, to a Board of Commissioner Ad Hoc Committee whose purpose is to review the names of all residents who desire to serve on the TADL Board, interview the applicants, and recommend to the Board of Commissioners selection of an applicant to serve as a member of the TADL Board.
7. If the member library boards provide names of recommended residents for appointment, and those individuals submitted applications to County Administration, the Ad Hoc Committee shall give the recommended applicants preference. "Preference" means that if the Ad Hoc Committee is considering multiple applicants and all possess the same backgrounds, qualifications, interpersonal skills, and suitability for the position, then the Board of Commissioners shall select the member-library-board-recommended applicant provided the other criteria outlined above in Paragraphs 1 and 2 are satisfied.
8. If none of the member library boards responds to the Administrator's letter then, County Administration staff shall submit the applications of those who responded to the advertisement. The Ad Hoc Committee shall select an appointee to the TADL Board after considering where each candidate resides and making a good faith effort to ensure geographic diversity on the TADL Board and representation for districts with member libraries. Such efforts should not, however, be considered more important than appointment of the most qualified candidates.
9. County Administration staff shall provide the Ad Hoc Committee with a copy of this policy, and the TADL Agreement prior to the meeting where the Committee will interview candidates and make a selection. In making a selection, a member of the Ad Hoc Committee who moves to select an applicant for appointment shall state the basis for the selection with reference to this policy and the TADL Agreement.

IV. **Policy Review.** The Board of Commissioners shall review this Policy at least every three years, or when the Board of Commissioners and City Commissioners terminate, amend or enter into a new TADL Agreement.

Approved 2/20/19